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| **Risk Assessment** | | | | | | | | | | | | | | |
| **Risk Assessment for the activity of** | | Concert Band and Jazz Band joint fundraiser concert | | | | | | | | | | **Date** | | 22/1/22 |
| **Club or Society** | | Concert Band and Jazz Band | | | | | | **Assessor** | | | | Catriona Gibbon | | |
| **President or Students’ Union staff member** | | Sabine Middleton | | | | | | **Signed off** | | | | ***S.Middleton*** | | |
| ***PART A*** | | | | | | | | | | | | | | | |
| **(1) Risk identification** | | | | **(2) Risk assessment** | | | | | **(3) Risk management** | | | | | | |
| **Hazard** | **Potential Consequences** | | **Who might be harmed**  **(user; those nearby; those in the vicinity; members of the public)** | **Inherent** | | |  | | **Residual** | | | | **Further controls (use the risk hierarchy)** | | |
| **Likelihood** | **Impact** | **Score** | **Control measures (use the risk hierarchy)** | | **Likelihood** | **Impact** | **Score** | |
| Manual handling of instruments, equipment, music, music stands, chairs and tables | Back injury from lifting in an unsafe way.  Injury from lifting above head height and dropping items.  Strain from lifting heavy items.  Injury from falling (when lifting above height).  Crushed fingers from dropping items.  Tripping whilst carrying items that prevent a clear view (could involve tripping up or down stairs). | | Members of band moving the items and people nearby | **4** | **3** | **12** | **It is not possible to eliminate or substitute the risk due to the nature of the rehearsals and need for set up.**  **Do not allow people with known back injuries or muscle strains to help.**  **For heavy items have more than one person carry items.**  **Make sure someone accompanies carrier of objects who has a clear view of the path.**  **Ensure people lifting know the basics of safe manual handling.**  **Use a lift where possible to prevent items being carried up and down stairs.**  **Don’t allow anyone to lift above their height.**  **Use ladders in the case that no one is tall enough to reach an item.** | | **2** | **2** | **4** | | Not Required | | |
| Hitting people with instruments whilst playing/ dropping instruments. | Injury from instruments. | | The person playing the instrument and those very close to the person playing the instrument. | **3** | **2** | **6** | **Ensure that everyone is appropriately spaced apart so that there is sufficient room to play instruments without bumping into others. This risk should be reduced with covid-19 socially distanced measures.** | | **1** | **1** | **1** | | Not Required | | |
| Transporting instruments and setting up for concert | Injury carrying/ moving equipment to concert hall including possible vehicle collision when transporting offsite.  Tripping over of electrical wires resulting in injury.  Fires resulting from electrical faults. | | Others on the road; members of band; members of the audience. | **3** | **3** | **9** | **Ensure people carry items carefully and responsibly.**  **Large items to be transported by vehicles by an insured driver with appropriate license.**  **Apply hazard tape to electrical wires and make sure there are no bare wires.** | | **2** | **1** | **2** | | Not Required | | |
| Noise | Damage to ears due to loud sound from instruments. | | Members of the band; audiences to concerts. | **3** | **3** | **9** | **Encourage members to wear protective ear buds during rehearsals and concerts.**  **Keep volume of instruments to an appropriate noise level.** | | **1** | **1** | **1** | | Not required. | | |
| Covid-19 | Infection of COVID-19 disease by the virus SARS-CoV-2. Infected personnel can show no symptoms in the 14-day incubation period, risking transmission to other personnel in their day to day life contact. COVID-19 can cause a continuous cough, high fever and loss of taste and smell. In several cases COVID-19 can be fatal. | | Members attending in rehearsals, members nearby, members who have been in contact with those in rehearsals in the next 14 days | **4** | **5** | **20** | Comply with all current government guidelines for ensemble playing and concerts. There will be no sharing of equipment such as instruments, where each member will assemble and disassemble their own instruments as well as deep cleansing of their musical instruments and relevant equipment after. Band members will be wear a mask unless exemptions apply except when performing. Band members will also being taking a covid-19 lft within 24 hours before the concert.  If members have any symptoms before the concert we ask they do not attend on the side of caution – likewise if they were to feel ill during the concert we would ask they leave at the next suitable moment e.g. in the interval. Woodwind and Brass players are asked to keep their instruments clean. Especially with emptying valves we ask they clean any liquid after themselves. | | **3** | **5** | **15** | | Adhere to Covid-19 Guidance | | |
| Fire Risk | Injury due to things falling off tables whilst leaving the building. Fire destroying items on stage Potential burns due to being near to the source of the fire. | | Everyone at concert | **2** | **5** | **10** | **Make sure committee members know where the nearest exits are and follow directions of ushers. In the case of a fire leave the building in a calm manner and do not re-enter until instructed it is safe to do so. If any injuries occur inform first aiders and seek medical aid as near to the occurrence as possible.** | | **2** | **3** | **6** | | Not Required | | |

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| ***PART B – Action Plan*** | | | | | | | |
| **Risk Assessment Action Plan** | | | | | | | |
| **Part no.** | **Action to be taken, incl. Cost** | **By whom** | **Target date** | | **Review date** | **Outcome at review date** | |
| 1 | Following up with anyone affected after the incident occurs, then discuss as a committee how to prevent this happening again in the future. | President | TBC | | Weekly | Student feels supported | |
| 2 | Following up with anyone affected after the incident occurs, then discuss as a committee how to prevent this happening again in the future. | President | TBC | | Weekly | Student feels supported | |
| 3 | Following up with anyone affected after the incident occurs, then discuss as a committee how to prevent this happening again in the future. | President | TBC | | Weekly | Student feels supported | |
| 4 | Following up with anyone affected after the incident occurs, then discuss as a committee how to prevent this happening again in the future. | President | TBC | | Weekly | Student feels supported | |
| 5 | Adhere to up to date Covid guidance | President | TBC | | Weekly | Student feels supported | |
| 6 | Following up with anyone affected after the incident occurs, then discuss as a committee how to prevent this happening again in the future. | President | TBC | | Weekly | Student feels supported | |
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| Responsible manager’s signature: S.Middleton | | | | | Responsible manager’s signature: c.gibbon | | |
| Print name: Sabine Middleton | | | | Date:22/1/22 | Print name: Catriona Gibbon | | Date: 22/1/22 |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.

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| Likelihood | |
| 1 | Rare e.g. 1 in 100,000 chance or higher |
| 2 | Unlikely e.g. 1 in 10,000 chance or higher |
| 3 | Possible e.g. 1 in 1,000 chance or higher |
| 4 | Likely e.g. 1 in 100 chance or higher |
| 5 | Very Likely e.g. 1 in 10 chance or higher |